



November 2006
FLSA: EXEMPT

POLICE CHIEF

DEFINITION

Under administrative direction, plans, organizes, manages and provides administrative direction and oversight for all functions and activities of the Police Department, including Field Operations, Criminal Investigations, Communications, and Management Services; coordinates assigned activities with other City departments, officials, outside agencies, and the public; fosters cooperative working relationships among City departments and with intergovernmental and regulatory agencies and various public and private groups; provides highly responsible and complex professional assistance to City management staff in areas of expertise; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the City Manager. The work provides for a wide variety of independent decision-making, within legal and general policy and regulatory guidelines. Exercises general direction and supervision over management, supervisory, professional, technical and clerical staff through subordinate levels of supervision.

CLASS CHARACTERISTICS

This department head classification oversees, directs and participates in all activities of the Police Department, including short- and long-range planning, development, and administration. This class provides assistance to the City Manager in a variety of administrative, coordinative, analytical and liaison capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council, and the ability to develop, oversee and implement projects and programs in a variety of areas. Responsibilities include coordinating the activities of the department with those of other departments and agencies and managing and overseeing the complex and varied functions of the department. The incumbent is accountable for accomplishing departmental planning and operational goals and objectives and for furthering City goals and objectives within general policy guidelines. Assignments allow for a high degree of administration discretion in their execution.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops, directs and coordinates the implementation of goals, objectives, policies, procedures and work standards for the Police Department; establishes, within City policy, appropriate service and staffing levels.
- Manages and participates in the development and administration of the department's budget; directs the forecast of additional funds needed for staffing, equipment and supplies; directs the monitoring of and approves expenditures; directs the preparation and implementation of budgetary adjustments.

- Selects, trains, motivates and directs Department personnel; evaluates and reviews work for acceptability and conformance with department standards, including program and project priorities and performance evaluations; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; responds to staff questions and concerns.
- Directs, manages and participates in the development and implementation of goals, objectives, policies and priorities for the Department; recommends within departmental policy, appropriate service and staffing levels; recommends and administers policies and procedures.
- Contributes to the overall quality of the department's service by developing, reviewing and implementing policies and procedures to meet legal requirements and City needs; continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors the distribution of work, support systems and internal reporting relationships; identifies opportunities for improvement; directs the implementation of change.
- Represents the Police Department to other City departments, elected officials and outside agencies; explains and interprets departmental programs, policies, and activities; negotiates and resolves significant and controversial issues.
- Conducts a variety of departmental organizational and operational studies and investigations; recommends modifications to programs, policies and procedures as appropriate.
- Negotiates contracts and agreements; coordinates with legal counsel and City department representatives to determine City needs and requirements for contractual services.
- Participates on and makes presentations to the City Council and a variety of boards and commissions; attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of law enforcement.
- Maintains and directs the maintenance of working and official departmental files.
- Monitors changes in laws, regulations and technology that may affect City or departmental operations; implements policy and procedural changes as required.
- Prepares, reviews, and presents staff reports, various management and information updates, and reports on special projects as assigned by the City Manager.
- Responds to public inquiries and complaints and assists with resolutions and alternative recommendations.
- Develops cooperative working relationships and mutual aide agreements with representatives of other local public safety departments; coordinates activities with other law enforcement and public service agencies, including participation in high profile or complex investigations.
- Monitors legal, regulatory, technological and societal changes and court decisions that may affect the work of the department; determines equipment acquisition, training programs and procedural changes to ensure retention of qualified staff and the provision of services to the community in an effective, efficient and economical manner.
- Provides effective professional liaison between the Police Department and other City Departments and divisions.
- Confers with the City Administration and elected officials in the planning and implementation of efficient and effective public safety measures designed to meet community policing expectations and needs.
- Provides effective professional liaison between the Police Department and the general public to ensure the promotion of goodwill, cooperation and open communications between the Department and the community at large.
- Serves as a spokesperson for the Police Department at a variety of community events, meetings, and other public relations activities.
- Participates on a variety of boards, commissions, and professional group meetings.
- Evaluates major incidents or situations and determines the necessary action to ensure an efficient and expedient resolution, including ensuring the determined course of action is carried out by designated command officers in a timely and efficient manner as required.

- Attends meetings, conferences, workshops, and training sessions and reviews publications and materials to become and remain current on principles, practices, and new developments within assigned work areas.
- Manages and executes special projects and systems.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Administrative principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Public agency budgetary, contract administration, citywide administrative practices; and general principles of risk management related to the functions of the assigned area.
- Applicable Federal, State, and local laws, codes, court decisions and regulations concerning the operation of a full service municipal police department.
- Organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs; principles and practices of municipal government administration.
- Methods and techniques for writing and presentations, contract negotiations, business correspondence and information distribution; research and reporting methods, techniques and procedures.
- Principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.
- Technical, legal, financial, and public relations problems associated with the management of municipal police programs.
- Record keeping principles and procedures.
- Functions, services and funding sources of a full-service municipal police department.
- Law enforcement principles, practices and techniques related to patrol, traffic enforcement, crime scene control and investigation, protection of life and property, pursuit, apprehension and transport of suspects.
- Rules of evidence regarding search and seizure and the preservation of evidence.
- Investigation and identification techniques and equipment.
- Courtroom procedures and techniques for testifying.
- General principles of risk management related to the functions of the assigned area.
- Recent and on-going developments, current literature, and sources of information related to the operations of a municipal police department.
- Safety practices and equipment related to the work, including the safe use and proper care of firearms.
- Modern office practices, methods and computer equipment.
- Computer applications related to the work.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Techniques for dealing with and solving the problems presented by a variety of individuals from various socio-economic, cultural and ethnic backgrounds, in person and over the telephone, often when relations may be confrontational or stressed.
- Techniques for effectively representing the City in contacts with governmental agencies, community groups and various business, professional, educational, regulatory and legislative organizations.
- Techniques for providing a high level of customer service to public and City staff, in person and over the telephone.

Ability to:

- Develop and implement goals, objectives, policies, procedures, work standards and internal controls for the department and assigned program areas.
- Provide administrative and professional leadership and direction for the Department and the City.
- Prepare and administer large and complex budgets; allocate limited resources in a cost effective manner.
- Interpret, apply and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plan, organize, direct and coordinate the work of management, supervisory, professional and technical personnel; delegate authority and responsibility.
- Select, train, motivate and evaluate the work of staff and train staff in work procedures.
- Research, analyze, and evaluate new service delivery methods, procedures and techniques.
- Effectively administer special projects with contractual agreements and ensure compliance with stipulations; effectively administer a variety of City programs and administrative activities.
- Conduct effective negotiations and effectively represent the City and the department in meetings with governmental agencies, contractors, vendors, and various businesses, professional, regulatory and legislative organizations.
- Analyze, interpret, summarize and present administrative and technical information and data in an effective manner.
- Interpret, explain, and ensure compliance with City policies and procedures, complex laws, codes, regulations and ordinances.
- Identify and be responsive to community issues, concerns and needs.
- Prepare clear and concise reports, correspondence, policies, procedures and other written materials.
- Conduct complex research projects, evaluate alternatives, make sound recommendations and prepare effective technical staff reports.
- Effectively represent the department and the City in meetings with governmental agencies, community groups and various businesses, professional, and regulatory organizations and in meetings with individuals.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Make sound, independent decisions in emergency situations.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities and meet critical time deadlines.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Use English effectively to communicate in person, over the telephone and in writing.
- Use tact, initiative, prudence and independent judgment within general policy, procedural and legal guidelines.
- Establish and maintain effective working relationships with those contacted in the course of the work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from an accredited four-year college or university with major coursework in criminal justice, police science, public administration, or a related field, and seven (7) years municipal, supervisory experience in police service equivalent to the level of Lieutenant or above.

License:

- Valid California class C driver's license with satisfactory driving record.
- Valid management certificate issued by the California State Commission on Peace Officer Standards and Training (P.O.S.T.).
- Possession and maintenance of firearms qualification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; maintain P.O.S.T. physical standards, including mobility and physical strength and stamina to respond to emergency situations and apprehend suspects; vision to maintain firearms qualification and to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone or radio. The job involves fieldwork requiring frequent walking on uneven terrain, climbing and descending structures to access crime scene and to identify problems or hazards. Finger dexterity is needed to access, enter and retrieve data using a computer keyboard or calculator and to operate police services equipment. Positions in this classification frequently bend, stoop, kneel, reach and climb to perform work and inspect work sites. Employees must possess the ability to lift, carry, push, and pull materials and objects necessary to perform job functions.

ENVIRONMENTAL ELEMENTS

Employees work indoors and outdoors, and are exposed to loud noise levels, cold and hot temperatures, inclement weather conditions, vibration, confining workspace, chemicals, mechanical and/or electrical hazards, and hazardous physical substances and fumes. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

WORKING CONDITIONS

Must be willing to pass a detailed background investigation. Must be willing to work extended shifts or be called back in emergency situations and work with exposure to difficult circumstances, including exposure to dangerous situations.